

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>***** Open Until Filled *****</p>		広報番号： Announcement No.	NE-HPT-165-06(OUF)
		募集締切日： Closing Date	1st Cut Off: 25 Sep 06 10 th and 25 th of each month until filled after the 1 st cut off
		発行日： Date of Issue	29 Aug 06
1.職種名 Job title (等級 Grade <u>3</u>／語学等級 LAD <u>N/A</u>) <div>Office Automation Clerk #393</div> <div>(オフィスオートメーションクラーク)</div> <div> <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade) </div>		募集人数 No. of Recruitment <div>1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Distribution Center North Pier Yokohama Section 勤務場所 Working Place: 横浜市神奈川区 Kanagawa-ku, Yokohama		5.雇用の種類 Type of Employment <div> <input type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT </div> <div> <input type="checkbox"/> 常用 Permanent 時給 940 円 </div> <div> <input type="checkbox"/> 限定 Limited Term (__ カ月 Months) </div>	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days / week Designated rest day (Sun) and designated non-work day 勤務時間 Work Hours 07:30 – 16:30 (8 hours / day) 休憩 Recess Period 60 minutes / day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs general office automation duties requiring knowledge of general office automation hardware and software applications. Duties include word processing and may also include other software, such as spreadsheets, databases, graphics, electronic mail, calendars, desktop publishing and similar package. The work requires skills in operating a personal computer; computer terminal linked to a mainframe or local area network, and related equipment such as printers and modems. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-years degree in any field. b. Knowledge of general office automation hardware and software applications. c. Skill in operating personal computer such as Microsoft Office. d. Ability to perform general clerical work. e. Ability to speak, read and write English at average proficiency level.			
<p>*A handicapped applicant may be accepted, depending on the degree and kind of disability.</p>			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。

Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)
*部隊担当者名 Office/POC: NEX Personnel Office, 軍電 (DSN) 243-5149.

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間: 月曜- 金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)
*雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

PD No.: NEX-NPYS-007-PT

PD is accurate and current. Certified by Activity: at

HRO: ah 8/25

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

HPT-Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)

契約期間-1 年を越えない期間 (その後更新の可能性あり)

交通費支給。勤務時間が週 30 時間以上の場合、社会保険の適用があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。